DOCUMENT RESUME

ED 437 910 IR 019 870

AUTHOR	Caughlin, Janet
TITLE	PowerPoint Workshop for Teachers[TM].
ISBN	ISBN-1-57809-808-4
PUB DATE	1999-00-00
NOTE	200p.; CD-ROM for Macintosh and Windows not available from EDRS.
AVAILABLE FROM	Tom Snyder Productions, 80 Coolidge Hill Rd., Watertown, MA 02472-5003 ($29.95). Tel: 800-342-0236 (Toll Free); Fax: 888-877-3295; Web site: http://www.tomsnyder.com.
PUB TYPE	Books (010) -- Guides - Non-Classroom (055) -- Non-Print Media (100)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	Computer Graphics; *Computer Software; Computer Uses in Education; Elementary Secondary Education; *Material Development; Multimedia Instruction; *Multimedia Materials; *Screen Design (Computers); Student Developed Materials; Teacher Developed Materials; *Visual Aids
IDENTIFIERS	*Microsoft PowerPoint; Presentations; Web Sites

ABSTRACT

This guide for teachers to the Microsoft PowerPoint multimedia presentation program begins with a section that introduces what PowerPoint is and why teachers should use it, Windows 95/98 basics, Macintosh basics, getting started, PowerPoint toolbars, and presentation tips. The next section discusses learning PowerPoint, including creating a self-running WordArt presentation, creating a presentation with text boxes and clip art, creating a basic slide presentation with a summary slide, opening and editing a presentation, creating a review presentation that students can take home to study, creating a slide show with a chart and table, creating speaker notes, changing the background and timing the slide show, editing the master slide and inserting AutoShapes, creating AutoShapes and manipulating them, creating a short animated movie, inserting an Internet picture and a movie, inserting organization charts and files, creating a template, creating a more complex template, linking presentations and adding sounds from another source, inserting scanned pictures, and saving a file as HTML. Examples of how K-12 teachers and students use PowerPoint are then presented. Appendices include PowerPoint menu differences, sharing PowerPoint files, PowerPoint resources for educators on the Internet, pictures of famous people, using sounds in PowerPoint, and changing the memory allocated to PowerPoint. (MES)

Reproductions supplied by EDRS are the best that can be made
from the original document.